

1. A preliminary review of the procedures and equipment used in the operation and maintenance of the indices to the 201 files of the _____ Division and _____ Division indicates the need for a detailed study of these file operations. On the basis of the preliminary review, the following tentative recommendations are proposed for further study by a survey team which should include representatives of the Management Staff with specialized experience in this field.

a. Develop and Try Out a System for Processing Index Checks in Batches. A comparison of the relative merits of the various types of filing equipment suitable for housing the 201 indices indicates that the present equipment is probably the most suitable unless some change can be made in the processing procedures which will permit batching the work. A Batch system would permit adoption of equipment which would require approximately half the present space; would reduce manpower requirements; would be less fatiguing; and would reduce the confusion and the extensive moving about inherent in the present system under which each document is completely checked by an individual. A batch system could be developed and tried out with the present equipment.

b. Combine the Indices of the _____ Division and the _____ Division. I believe that a comprehensive survey would substantiate and document the advantages and economies to be realized from a combined index. Conversion to combine index can be accomplished on a scheduled basis without a serious interruption of current work and for the relatively nominal cost of \$45,000 of present accumulations. A work plan and cost estimate are shown in Attachment "A".

c. Establish a study group to consider future conversion to electronic equipment for maintenance of the indices. There are several systems for automatically filing and finding that have been proven in the experimental stage and which are now in process of development for production usage. The adoption of such equipment will permit substantial reductions in personnel and space requirements. Mr. _____, Management Staff, will be glad to discuss possibilities of this equipment with us. He informs me that FI/RI is studying this same prob-

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to five years. The method of conversion to a consolidated index outlined in Attachment "A" would also provide the means for future conversion to an electronic system without the need for manual retyping of the entire index.

d. Install Shelf Filing for 201 Files. The 201 Files are now housed in five drawer non insulated cabinets with inadequate aisle space and no room for expansion. Shelf filing equipment for numerical filing of letter or legal size folders is generally recognized to be faster and easier to use and usually requires substantially less space. Attachment "B" illustrates the savings in space which could be made in housing our 201 files and I believe a trial installation is warranted. Attachment "C" is a Navy Department issuance on criteria for use of open Shelf filing.

e. Convert the 201 files to the terminal digit file system. The chief advantages are:

1. Greater speed of operation
2. Fixed indexing and guiding arrangement
3. Identical organization, volume, and operation of each section of the file.
4. Ease of inventorying

Attachment "D" is a Navy Department issuance which describes the use of this system.